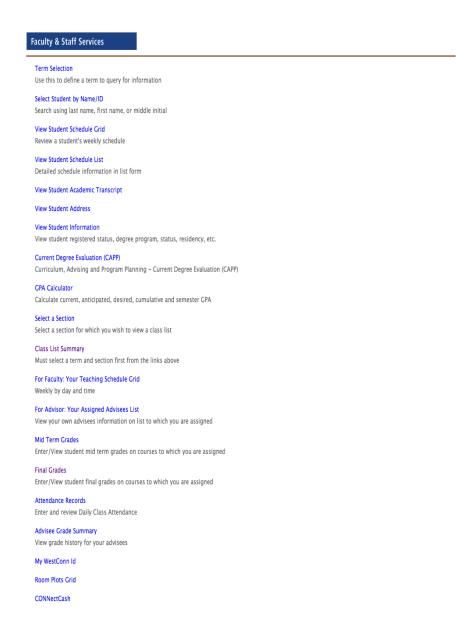
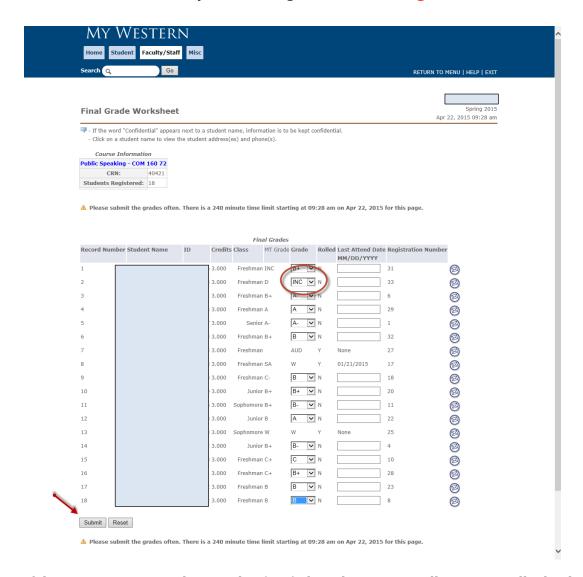
## Faculty Banner Self-Serve Final Grades View Incomplete Grade Entry – Graduate Courses

Incomplete grades can be entered via Banner Self-Serve by faculty. The same menu item and screen is used for entering final grades.

Choose Final Grades from the menu on Faculty & Staff Services.



- Faculty will then enter the term.
- Next, select the course either from the drop down menu, or enter via the CRN (choice at bottom of screen).
- Once the course is entered the screen will display for grade entry. Enter final grades as per usual procedures. This will include the use of the code INC as appropriate for incomplete grades. All grades must be entered, for each student, in order to successfully submit the grades. **To submit grades, click on submit**.



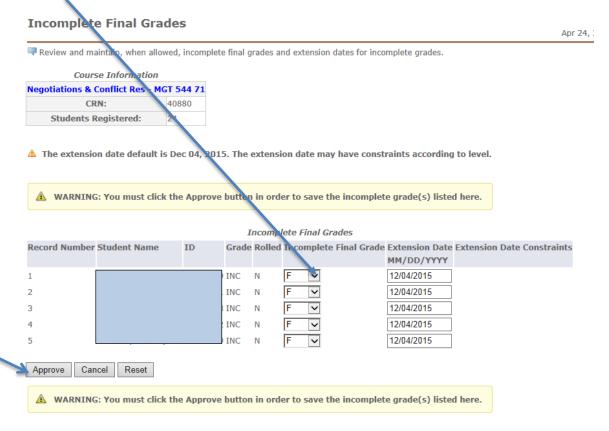
If there are any incomplete grades (INC) then the system will automatically display a screen where additional information may be entered related to the incomplete grade specifically **the final grade and the extension date**.

<u>If no data is entered on this screen</u> the system is set-up to place an "**F**" as the default grade for any course where work is not completed within the timeframe as stated by the policy (by the end of the next semester).

However, faculty may enter an extension date on this screen, if they authorize the student to have more time to complete the course work, not to exceed one additional semester. An extension date is required for thesis or research course.

Additionally, a student may be given a grade other than an "F" if there is some course work completed. For example, if a student has completed enough work to earn a "C-" with or without a missing assignment, the Incomplete Final Grade field may be set to a "C-" If the student does not turn in the assignment then the "C-" grade will be applied. However, if the student does turn in the assignment, then a new final grade may be entered for example a "B."

Entering an Incomplete grade for a Pass/Fail course: follow same procedure to enter grades, on the Incomplete Final Grade page the default grade F needs to be changed to FP.



Faculty members determine the final grade for each student. Please remember:

- 1. If no **Incomplete Final Grade** is entered, the default final grade will be an "F."
- 2. If no **Extension Date** is entered the default date will be the end of the next semester. If an Extension Date is not entered for a thesis or research course which is limited by the time allowed to complete their degree into the next semester (Fall/Spring) based on university policy.
- 3. The faculty member may enter an alternate **Incomplete Final Grade** (other than an "F") and **Extension Date** (other than the end of the next semester) on this screen, if applicable.

\*If there are no changes to this page the user must save/submit, you will receive a warning if you leave this page without clicking the "Approved" button.

After this form has been submitted, there is no way to recall and edit the information. Any changes to the grade must be submitted to the Registrar's Office using an "Incomplete grade" form. The form may be found on-line at <a href="http://www.wcsu.edu/registrar/incomplete.pdf">http://www.wcsu.edu/registrar/incomplete.pdf</a>

User must save/submit. Final Grades are not submitted unless you see:  $\sqrt{\text{Grades successfully processed}}$ .

## **Final Grade Worksheet**

Apr 24,

If the word "Confidential" appears next to a student name, information is to be kept confidential.
Click on a student name to view the student address(es) and phone(s).



△ Please submit the grades often. There is a 240 minute time limit starting at 02:53 pm on Apr 24, 2015 for this page.

Grades successfully processed.